

Position Description: Engineer (Residential)

Basic Function of Position:

The incumbent serves as Residential Engineer for the Mission's residential program supporting all Colombo and Male U.S. government, long-term and short-term leased residences, apartment, warehouse and parking grounds and related systems, which comprises Colombo mission 42 large detached residences and 47 apartments. The incumbent supervises a work force of 4 Maintenance Coordinators and is directly responsible to the Realty Supervisor for day today and ongoing operation of the GSO Housing Section.

Major Duties and Responsibilities:

1. Assists and serves Realty Supervisor with commissioning of new properties and make ready of existing properties. Inspects residences and submit proposals for recommended upgrades and maintenances. Develops drawings and plans using AUTO CAD software, prepares, scopes of work with specifications, bills materials and cost estimates for special projects carried out in-house. Submits procurement request for purchase of materials, equipment and tools as necessary. Provides clear input for In-house and landlord construction contracts, participates in technical evaluations. Serves as a Contracting Officer's Representative (COR) on-site inspections of projects, contract or in-house, to ensure work is being performed within contract specifications, requirements and meets applicable design and construction standard. - 35%
2. The Residential Engineer establishes and manages a rigorous preventive maintenance program to ensure the safe and reliable operation of all U.S. Government lease and controlled residences. Directs unscheduled maintenance support for all non-routine breakdown repairs, including emergency generators, electrical systems, air conditioning systems, ventilation systems, water and wastewater management systems and appliances. Performs hands-on maintenance on residential building systems that are beyond the capabilities of the regular maintenance staff. - 20%
3. Oversees the maintenances work orders system (MyServices) with preventive and unscheduled work order support for all residential leases. Ensures work is scheduled and completed in a timely and efficient manner through the development of a quality assurance/quality control program. Assigns priority to work orders to the Maintenances Coordinators and ensures post policies and department regulations are adhered. Supervises scheduling of work to assure minimal disruption to occupants of the houses and apartments. Performs spot inspection conduct on final inspection to ensure work has been performed according to an acceptable standard. - 15%
4. Conduct annual housing inspection surveys, develop reports and maintains files, provides input for the post's maintenance budget. This includes responsibility for assisting the development of annual funding requirements and executing the approved housing maintenance budget. Inspect and develop maintenance survey reports and ICAS reports for all leased residences, which include

recommendation and rejection of existing services, based on safety and code of practices of the mission. -10%

5. Identify and analyze strategies for energy wastages for overall residential utilities and carry out an energy audit program for all residences. Implement an energy management system for all mechanical and electrical system used in residences and improve efficiencies of all utility services while optimizing the operational cost. Responsible for the preparation of all residential maintenance correspondence, maintenance survey reports, files etc., pertaining to GSO Housing section. - 10%
6. Arrange and conduct training sessions for subordinate foremen and staff on the subjects pertaining to standard installation methods and energy efficiency methods. Conduct training sessions to understand and educate Maintenance Coordinators on environment pollution controls methods. This should be included the greenhouse effect and the ozone depletion due to different types of refrigerant gases used. Ensures that in-house safety training program for residential maintenance staff is provided. Ensures that workers follow all safety and health regulations in accordance with 15 FAM sub-chapter 900-Safety Health and Environmental Management program -10%